

## **PERSONNEL LIAISON INFORMATION & REFERENCE LINKS**

Note: Click on any link below to go directly to that section of the materials. All colored print in the reference materials is a direct web or e-mail link.

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## Contact Information & Frequently Used Web Sites

### **Office of Human Resources**

Main Phone #: 517-373-4769

Fax #: 517-373-6526

Mailing Address: PO Box 30004, Lansing 48909

Physical Address: 611 W. Ottawa, Lansing 48933

[OHR Staff Assignments](#)

[LARA OHR Website](#)

### **MI HR Call Center**

Phone: 517-335-0529 or 877-766-6447

Fax: 517-241-5892

Hearing Impaired: 711 for Michigan Relay

Mailing Address: PO Box 30002, Lansing 48909

E-Mail: [Self-Serv-Support@Michigan.gov](mailto:Self-Serv-Support@Michigan.gov)

[MI HR Gateway](#)

MI HR handles insurance enrollment, questions/issues for new/returning employees and during open enrollment each year. They are also the point of contact for employment verifications and job posting (NEOGOV) issues. MI HR also processes personal information changes such as tax withholding, address, etc. at the request of an employee.

### **Disability Management Office (DMO)**

Phone #: 877-766-6447 or 517-335-5794

Fax #: 517-241-9926

E-Mail: [MCSC-DMO-Inquiries@michigan.gov](mailto:MCSC-DMO-Inquiries@michigan.gov)

[DMO Website](#)

The Disability Management Office (DMO) provides information, forms, policy, procedures, and additional resources pertaining to:

- Medical Leave of Absence
- Family Medical Leave Act
- Worker's Compensation (forms, clinic list, etc.)

[LARA Employee Handbook & Policies](#)

[Civil Service Rules & Regulations](#)

[Civil Service Compensation Plan](#)

[Office of Retirement Services – State Employees Retirement Services](#)

## **Classification/Selection**

Civil Service Reference Information:

[Job Specifications](#)

[Glossary of Classification/Selection Terminology](#)

[Pre-Approved Class Listing](#)

[Professional Managerial Ranking System](#)

[Professional Specialist Position Evaluation System](#)

[Position Description Form](#)

[LARA Classification/Selection Website](#)

### **Union Transfer Lists**

[Request for Lists Form](#)

Contact for Transfer Lists – [Amy Stout](#) or (517) 241-0195

Provide the following information via the form:

Position code

Class/Level

County

Full-time/Part-time, etc.

[NEOGOV Web Site](#)

[NEOGOV Security Form](#)

[Instructions - Creating a Requisition in NEOGOV](#)

[Instructions - Entering Overtime Requests in NEOGOV](#)

[New Hire Confirmation Letter \(Required for all newly hired state employees\)](#)

[\\*Union Contacts for New Hire Confirmation Letter\\*](#)

[HR Drug Test Record Form \(for New Hires\)](#)

[PARIS Instructional Materials](#)

\*For training documents, sign in and click documents in the lower left corner of the screen.\*

[Selection Packet Requirements](#)

### **EEO Selection/Appointment Package Templates (13 level & Above Positions)**

[Selection Plan](#)

[Appointment Package](#)

## **Specialist Info for Managers**

The following information should be utilized, along with input from OHR, for the establishment or reclassification of specialist positions:

[Specialist Position Evaluation System](#)

[Specialist Questions for Managers](#)

[Hiring of Foreign Workers – USDOL Website](#)

## **DCDS/Payroll/Time & Expense**

[DCDS Information \(on the OHR website\)](#)

[DCDS New User Access Security Form](#)

[Travel and Expense System Training Guide](#)

### **Lost Paychecks Process**

*If an employee's EFT is not processed because of an invalid account number or because the account was closed:*

The employee must contact OHR at 517-373-4769. When OHR and Finance receive the EFT Error Report the week following the pay day, they will verify that the EFT was returned to the SOM and a paper warrant will be issued by the Finance Office and mailed to the employee.

*If an employee doesn't receive their paycheck in the mail:*

The employee must contact OHR at 517-373-4769 to report that their check was not received. The OHR will provide the employee with a Stop Payment Affidavit which must be signed by the employee, notarized, and returned to OHR. (By signing this form, the employee certifies that they will not cash the original check if it is received at a later date.) The OHR will complete the LARA Payroll Payment Request form requesting Finance to issue a paper warrant which will be either mailed to the employee or the employee can pick up the check in the Finance Office. If the employee later receives the original check in the mail, they must return it to the OHR.

## **Departures**

[Exit Interview Link](#)

[Exit Interview E-mail](#)

[Departure Checklist](#)

[CS301 - Departure Form](#)

[Departure Information Website for Employees](#)

## Drug & Alcohol Testing

[LARA Drug & Alcohol Testing Policy](#)

[D & A Testing Clinic Listing](#)

[HR Drug Test Record Form](#) (for New Hires)

Drug and alcohol testing forms may be requested by contacting the Office of Human Resources at 517-373-4769.

## Labor Relations

[Office of the State Employer Intranet Site](#)

[Office of the State Employer Internet Site](#) (BU Contracts)

[Union Grievance Forms](#)

[NERE Grievance Form](#)

[LARA Seniority Lists](#)

[LARA Work Rules](#)

[LARA Work Rules Acknowledgement Form](#)

[LARA Responsibilities/Expectations for \*\*Field Staff\*\*](#)

[LARA Responsibilities/Expectations for \*\*Supervisor\*\* of Field Staff](#)

## Medical Leave/FMLA/Workers Comp

The Disability Management Office (DMO) provides information, forms, policy, procedures, and additional resources pertaining to:

Medical Leave of Absence

Family Medical Leave Act

Worker's Compensation (forms, clinic list, etc.)

### **Disability Management Office**

Phone #: 517-335-5794 OR 877-766-6447.

Fax #: 517-241-9926

E-Mail: [MCSC-DMO-Inquiries@michigan.gov](mailto:MCSC-DMO-Inquiries@michigan.gov)

[DMO Website](#)

[Worker's Comp Clinic Listing](#)

[LARA OSHA Reports](#)

## Orientation

[Employee Orientation Website/Materials](#)  
[I-9 Information](#)

[Facility Access ID Card Process](#)

## Performance Management

[NEOGOV PE - Performance Management Web Access \(log into self-service\)](#)  
[Performance Management Resource Materials](#)

## Reasonable Accommodation/Ergonomic Assessments

A **reasonable accommodation** is a modification or adjustment to a job, work environment, or way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity.

[Reasonable Accommodation Information & Request Form](#)

**Ergonomic assessments** are a function of the Employee Health Management (EHM) “At-Risk” program. The At-Risk Ergonomic Assessment Program provides State of Michigan employees expert assistance from Occupational Safety Advisors and Rehabilitation Counselors who will analyze their workspace/workstation for known risk factors. These Safety Advisors and Counselors provide one-on-one training and written recommendations to enhance worker productivity, improve quality of work life, and decrease the risk for a work-related injury.

[Ergonomic Assessment Information & Request Form](#)  
[At-Risk Ergonomic Assessment Brochure](#)

## Temporary/Contractual Services

The Purchasing & Grant Services Division is responsible for procuring supplies, printing, equipment and contractual services for the Department. The Division also administers specialized procurement programs like OfficeMax and the Procurement Card, and provides training and security for the ADPICS module of MAIN.

[Purchasing & Grant Services Website](#)

## Training (Civil Service)

[Civil Service Training Information/Courses](#) (includes access to E-Learning classes)

### **LARA Contacts/Registrars:**

Office of Human Resources (registers all LARA employees):

Darlene Marciniak – 517-373-1596 or [marciniakd@michigan.gov](mailto:marciniakd@michigan.gov)

Margie Holben (back up) – 517-373-4771 or [holbenm1@michigan.gov](mailto:holbenm1@michigan.gov)

## Miscellaneous Forms & Policy Links

[Alternative Work Schedule Request Form](#)

[Telecommuting Application & Agreement](#)

[Bar Dues Reimbursement Request Form](#)

[Bar Dues Reimbursement Policy](#)

[Disclosure of Interest Form](#)

[Disclosure of Interest Policy](#)

[Supplemental Employment Approval Request Form](#)

[Supplemental Employment Policy](#)

[School & Community Participation Leave Request Form](#)

[Voluntary Work Schedule Adjustment Program \(Plan A & Plan C\) Information & Form](#)

[Civil Service Rule 5-2.3: Voluntary Work Schedule Adjustment Plans](#)

[NERE Professional Development Funds Information](#)

[NERE Professional Development Funds Form](#)

Note: The AFSCME & SEIU bargaining units also have a Professional Development Fund Program. Employees should contact their union for information.